ico.

EXPENSES CLAIM

Claim Number
23539

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
23/09/14	06:40		Home to Stockport railway station	Car				
			Stockport to London	Train				
			Euston to St. James Park	Tube			2.20	
			(ICO's Small and Medium Enterprise Workshop)					
			St James Park to Gloucester Road	Tube			2.20	
			(Smart Data Conference)					
			Gloucester Road to Euston	Tube			2.20	
			Euston to Stockport					
		18:20	Stockport railway station to home	Car				
			Stockport railway station car park				12.00	Yes
			Subsistence				1.95	Yes
				sub-total	0	0	20.55	

Other incidental expenses (e.g. telephone, postage)

RECEIVED
19 SEP 2014

total amount claimed	20.55
less cash advances received	
amount claimed for payment	20.55

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

ico.

EXPENSES CLAIM

Claim Number
32287

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD	PTR			
					45p	25p	£	p	
15/09/14	15:50		Office to airport	Taxi					
			(taxi paid for by Christopher Graham)						
			Manchester to Brussels	Plane					
			Brussels airport to Gare du Midi	Train			[illegible]		
			Gare du Midi to Troon	Train					
			(Article 29 Working Party - 16 & 17 September)						
			Troon to Gare Centrale	Train					
			Gare Centrale to Brussels airport	Train					
			Brussels to Manchester airport	Plane					
		22:00	Manchester to home	Taxi			17.00		Yes
				sub-total	0	0	17.00		

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**17.00**
less cash advances received	
amount claimed for payment	**17.00**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number
63734

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon D C Entwisle	H		Executive

Usual mileage to work	21.3

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
30.09.14	0615		Tintwistle to Stockport Station	Car			no claim	
	0651		Stockport Station to London Euston	Train			pre-paid	
			Expenses claimed: £4.35, £5.35				£9.70	✓
			Car Park Stockport Station £6.00				£6.00	✓
16.09.14	1620	1900	Stockport Station to home	Car			no claim	
				sub-total	0	0	15.70	

RECEIVED
- 3 OCT 2014

Other incidental expenses (e.g. telephone, postage)

total amount claimed	15.70
less cash advances received	
amount claimed for payment	15.70

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break-down is provided please add a brief description of the items consumed. Thank you.

ico.

EXPENSES CLAIM

Claim Number
59068

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
29/10/2014			Charity christmas cards purchased for use as corporate cards for 2014				65.00		1
				sub-total	0	0	65.00		

Other incidental expenses (e.g. telephone, postage)

total amount claimed	65.00
less cash advances received	
amount claimed for payment	65.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts must be provided for subsistence claims and attached to this claim form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number
49562

ICO.

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
30/10/2014	1515	-	Taxi to airport	Taxi			15.00	1
	-	-	Taxi from Belfast airport to hotel	Taxi			10.00	2
	-	-	Taxi from hotel to Belfast centre (CG and Ken Macdonald)	Taxi			5.00	3
	-	-	Supper with Ken Macdonald (minus alcohol)				53.00	4
31/10/2014	-	-	Taxi from hotel to Stormont (CG and Ken Macdonald)	Taxi			10.00	5
	-	-	Taxi from Stormont to Belfast office (CG and Ken Macdonald)	Taxi			10.00	6
	-	-	Bus ticket from Belfast office to airport	Bus			2.40	7
	-	-	Lunch				6.85	8
02/11/2014	-	2230	Taxi from Manchester airport to home	Taxi			14.00	9
				sub-total	0	0	126.25	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**126.25**
less cash advances received	
amount claimed for payment	**126.25**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number
85828

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£ p	
07/10/14	14:00		Office to Manchester airport	Taxi			15.00	No - mileage now attch'd my ✓
			Manchester airport to Madrid airport	Plane				
			Madrid airport to Madrid centre	Metro				
			(Experian Conference)					
08/10/14			Madrid centre to airport (paid by Fynerian)	Taxi				
		18:15	Madrid airport to London airport	Plane				
			London city airport to Tower Gate Way	Tube			2.70	NO
			(13th Annual Data Protection Compliance Conference)					
09/10/14			Aldgate to Oxford Circus	Tube			2.20	NO
			(Inside Government Conference)					
			Oxford Circus to Euston	Tube			2.20	NO
			London to Stockport	Train				
				sub-total	0	0	22.10	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	22.10
less cash advances received	
amount claimed for payment	22.10

cont →

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
8582 8

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
09/10/14		18:45	Stockport railway station to home	Taxi			8	50 YES
			Subsistence (UK)					
			Subsistence 1 x 24 hr rate				3	60 YES
			Less 1 x breakfast					
			Less 1 x lunch					
				sub-total	0	0	12	10

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0	00

**Signed		Date	

total amount claimed	34	20
less cash advances received		
amount claimed f		

[redacted]

the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
52811

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£ p	
07/10/14	14:00		Office to Manchester airport	Taxi				
			Manchester airport to Madrid airport	Plane				
			Madrid airport to Madrid centre	Metro			5 euros	YES
			(Experian Conference)					
08/10/14			Madrid centre to airport (paid by Experian)	Taxi				
		18:15	Madrid airport to London airport	Plane				
			Subsistence 1 x 24 hrs			✓	114.50 euros	
			Less 1 x breakfast			✓	23 euros	
			Less 1 x lunch			✓	29.50 euros	
				sub-total	0	0	0.00	67 euros

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	

total amount claimed	0.00
less cash advances received	-
amount claimed for payment	0.00

67 euros

ES2.45

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the claim. If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
6879

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
11/10/14			Home to airport (lift from wife)	Car		14	3.	50 NO
			Manchester airport to Mauritius airport	Plane				
			(36th International Conference and associated events)					
			Mauritius airport to hotel (Transport provided)					
17/10/14			Restaurant (organised event) to Mauritius airport	Taxi				
			Mauritius airport to Manchester airport	Plane				
		09:30	Manchester airport to home	Taxi			18.	50 YES
			Actuals - 7 x days £4 per day.				28.	00 NO
				sub-total	0	14	50.	00

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	

total amount claimed	50.00
less cash advances received	
amount claimed for payment	50.00

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
55658

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
23/10/14	06:45		Home to Stockport railway station	Taxi			7.00	YES
			Stockport to London	Train				
			Euston Square to Liverpool Street	Tube			2.20	
			(British Bankers Association Seminar)					
			Liverpool Street to Cambridge railway station	Train				
			(Cambridge Union Society event)					
			Cambridge railway station to hotel	Taxi			14.00	YES
24/10/14			Hotel to Cambridge railway station	Taxi			12.00	YES
			Cambridge railway station to Stockport	Train				
		14:45	Stockport railway station to home	Bus			2.20	NO
			Subsistence				1.95	YES
			Subsistence (1 x £2.30 + 1 x £5)				7.30	YES
				sub-total	0	0	**46.65**	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	**46.65**
less cash advances received	
amount claimed for payment	**46.65**

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number
72091

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
11/10/14			Home to airport (lift from wife)	Car				
			Manchester airport to Mauritius airport	Plane				
			(36th International Conference and associated events)					
			Mauritius airport to hotel (transport provided)					
17/10/14			Restaurant (organised event) to Mauritius airport	Taxi			2,000 rupees	YES
			Mauritius airport to Manchester airport	Plane				
		09:30	Manchester airport to home	Taxi				
			Subsistence				350 rupees	YES
			"				180 "	YES
			coffee				100	NO
				sub-total	0	0	0.00	

(+T -20)

2,630

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	

	total amount claimed	0.00
	less cash advances received	
	amount claimed for payment	0.00

Provinces 10,000 / 5,628 / Net Mauritius 4,372

Gbp 5,6 x 42

MLW

2-5

154

£91-

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
48119

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
30/09/14	11:00		Home to airport	Taxi				
			Manchester to Tokyo	Plane				
			Tokyo airport to Tokyo centre (RETURN)	Monorail			830 Yen	NO
			Tokyo centre to hotel	Taxi			1,000 Yen	YES
			(OECD Conference and related events)					
04/10/14			Hotel to Tokyo centre	Taxi			910 Yen	YES
			Tokyo centre to airport	Monorail				NO
			Tokyo airport to Manchester airport	Plane				
		23:00	Manchester airport to home	Taxi				
			Subsistence - 4 x 24 hrs + over 10 hrs					
			Minus 4 x lunches and 4 x dinners				19,675	
				sub-total	0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	0.00
less cash advances received	12,486
amount claimed for payment	0.00

DECLARATION
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number
3472

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		OP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
30/09/14	11:00		Home to airport	Taxi			12.00	YES
			Manchester airport to Tokyo airport	Plane				
			Tokyo airport to Tokyo centre	Monorail				
			Tokyo centre to Hotel	Taxi				
			(OECD Conference and related events)					
04/10/14			Hotel to Tokyo centre	Taxi				
			Tokyo centre to airport	Monorail				
			Tokyo airport to Manchester airport	Plane				
		23:00	Manchester airport to Home	Taxi			23.00	YES
			Subsistence - 4 x 24 hrs + over 10 hrs					
			Minus 4 x lunches + 4 x Dinners					
				sub-total	0	0	35.00	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	35.00
less cash advances received	
amount claimed for payment	35.00

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number: 0910

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
AILSA BEATON			

Usual mileage to work	N/A

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
8/9/14	09:40	18:30	PUTNEY BRIDGE/EUSTON ETN £2.60 EUSTON/WILMSLOW ETN £91.75	TUBE/TRAIN			✓ 97	35	①
25/9/14	18:30	22:00	PUTNEY BRIDGE/EUSTON £2.80 EUSTON/WILMSLOW £85.50	TUBE/TRAIN			✓ 91	30	
25/9/14	-	-	TAXI WILMSLOW STATION → HOTEL	TAXI			✓ 3	00	③ ②
26/9/14	-	-	OVERNIGHT STAY WILMSLOW	-			✓ 64	50	④
26/9/14	08:15	21:15	WILMSLOW → EUSTON £67.50 EUSTON → PUTNEY BRIDGE £6.20				✓ 69	70	
6/10/14	06:15	19:20	PUTNEY → EUSTON £2.20 EUSTON → WILMSLOW £131 WILMSLOW → EUSTON £36.50 EUSTON → PUTNEY £2.80				✓ 212	50	⑤ ⑥ ⑦
9/10/14	06:15	20:20	PUTNEY → EUSTON £2.20 EUSTON → WILMSLOW £108.50 WILMSLOW → EUSTON £35.50 EUSTON → PUTNEY £2.20				✓ 148	40	⑧ ⑨
				sub-total			686	75	

Other incidental expenses (e.g. telephone, postage)

RECEIVED
16 OCT 2014

total amount claimed	686	75
less cash advances received		
amount claimed for payment	686	75

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

ACCOMMODATION WAS FINE

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

Claim Number
83784

ico. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
30/09/14	1200	-	Food on the train on the way to London				4.25	1
1/10/14	-	0845	Returned to office					
22/10/14	0630	-	Food on the train on the way to London				4.95	2
	-	-	Entertainment - BIIDPA meal the day before ICO hosted workshop				437.36	3
	-	2205	Taxi from restaurant to home	Taxi			20.00	4
26/10/14	2000	-	Taxi from home to Stockport to catch train to London - no train	Taxi			28.00	5
			service on Sunday afternoon (early speaking event on Monday morning)					
27/10/14	--	1830	Returned home					
				sub-total	0	0	494.56	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**494.56**
less cash advances received	
amount claimed for payment	**494.56**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED
29 OCT 2014

ico.

EXPENSES CLAIM

Claim Number
61115

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
06/10/14	1830	-	Taxi from home to airport	Taxi			15.00	1
	-	-	Currency exchange and fees				9.98	2
	-	-	Food at airport awaiting flight				4.00	3
07/10/14	-	-	Food at Dubai airport plus foreign currency transaction fee				10.01	4
10/10/14	-	-	Dinner at hotel - no itemised receipt claim = 2000 rupees				39.49	5
11/10/14	-	-	~~Dinner with NZ?~~					
12/10/14	-	-	Dinner at hotel - claim = 1696.25 rupees				33.49	6
13/10/14	-	-	Printing of documentation for conference attendees following					
			agreement of amendments to UK resolution (2000 rupees)				39.49	7
	-	-	Dinner at hotel - claim 1236.25 rupees				24.41	8
14/10/14	-	-	Taxi from evening function to hotel	400			7.90	9
				sub-total	0	0	183.77	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**183.77**
less cash advances received	
amount claimed for payment	**183.77**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number
61115

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
			Balance b/f from previous page				183	77	10
16/10/14	-	-	Breakfast meeting - 690 rupees (no itemised bill)				12	63	10
16/10/14	-	-	Dinner at hotel - claim 1293.75 rupees				25	55	11
17/10/14	-	-	Half share of dinner with [redacted] - claim 2525 rupees				49	86	12
17/10/14	-	-	Taxi from restaurant to hotel (half of bill, no receipt - claim 1200 rupees				23	69	
18/10/14	-	-	Accommodation (see attached breakdown of costs)				900	40	13
	-		Non-sterling transaction fee for use of own credit card (GPC prohibited)				24	76	14
	-	-	Late checkout fee (flight departured at 2215hrs) - claim 3500 rupees				69	11	15
	-	-	Drink at hotel prior to departure - 115 rupees				2	27	16
19/10/14	-	-	Food at Dubai airport - claim 47 UAE dirhams				8	59	17
19/10/14	-	1300	Taxi from airport to home	Taxi			14	00	18
				sub-total	0	0	####		
							1314	63	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	1314.63
less cash advances received	
amount claimed for payment	1314.63

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

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* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number
99176

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		EXE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
22.10.14	6.15		Travel to London for MOJ Liaison Meeting/Meeting with [redacted]	Rail					
		19.00	Car parking at Stockport					6.00	Y
			Refreshments					4.35	Y
				sub-total	0	0		10.35	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	10.35
less cash advances received	
amount claimed for payment	10.35

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

10 NOV 2014

DECLARATION

[redacted]

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number
99337

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		EXE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
19.11.14	5.20		Tintwistle to Manchester airport	Car			No claim	
			Manchester airport car parking				37.00	Y
			Subsistence				4.65	Y
			Belfast City airport to Belfast office	Metro			3.60	Y
			Subsistence				3.55	Y
		19.00	Manchester airport to Tintwistle	Car			No claim	
				sub-total	0	0	48.80	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	48.80
less cash advances received	
amount claimed for payment	48.80

RECEIVED

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.